

# Disability Rights Fund – Consultancy to Support the Development of an Investment Policy for the Disability Rights Fund (DRF)

Terms of Reference – Request for Proposal

## Table of contents

1.	Introduction .....	1
2.	Background information .....	2
3.	Objective .....	2
4.	Scope of Work .....	2
5.	Deliverables.....	3
5.	Timeline .....	3
6.	Minimum requirements for the contractor.....	3
a.	Subcontractors.....	4
8.	Fees .....	4
9.	Application and evaluation and qualification criteria .....	4
a.	Technical proposal .....	5
10.	Process for Interested Parties .....	5
11.	Additional information .....	5

## 1. Introduction

This document sets forth the Terms of Reference (ToR) on which the Disability Rights Fund (DRF, the organization) and the Disability Rights Advocacy Fund (DRAF) solicit proposals for a consultancy aimed at developing a robust financial investment policy to effectively manage their financial assets.

DRF and DRAF are sister organizations. They operate as grant-makers supporting persons with disabilities in the Global South to advance legal frameworks to realize their rights. The scope of the assessment encompasses both the DRF and the DRAF. For the purposes of this ToR, DRF and DRAF are collectively referred to as “DRF”.

These ToR will become an integral part of the contract concluded between DRF and the selected contractor.

## 2. Background information

The Disability Rights Fund is a grantmaking collaborative between donors and the global disability rights community that supports organizations of persons with disabilities (OPD) in the global south to unleash their power and advocate for equal rights and full participation in society.

Since 2008, DRF and its sister organization, the Disability Rights Advocacy Fund (DRAF), have funded OPDs from the global South to advance the implementation of the Convention on the Rights of Persons with Disabilities. We do this through grantmaking, advocacy, and peer learning. As a pooled fund, the Disability Rights Fund:

- Reaches grassroots, marginalized, and high-risk organizations that larger donors cannot reach.
- Combines the resources of multiple governmental, private, and public donors.
- Enables donors to harmonize their efforts towards disability-inclusive funding.
- Facilitates feedback about donor investments in this neglected area of human rights and development.
- Demonstrates results of disability-inclusive development.

For more information on DRF, follow this link: <https://disabilityrightsfund.org/more-drf-info/>

## 3. Objective

The objective of this consultancy is to support the DRF in developing an investment policy that ensures long-term financial stability and aligns with the organization's mission and values. The policy should be robust, adaptable, and able to guide the DRF in making informed investment decisions that are consistent with its goals.

## 4. Scope of Work

The consultant will be responsible for the following tasks:

1. **Assessment and development of DRF's Financial Goals:** Work with DRF (staff, Finance Committee and Board) to identify and understand the organization's financial objectives, including investment horizon, expected returns, and risk tolerance. The consultant will help determine DRF's financial goals for the short-, mid-, and long-term.
2. **Development of Investment Strategy:** Create a diversified investment strategy that aligns with the DRF's financial goals. This strategy should consider a variety of asset classes to mitigate risk and optimize returns.
3. **Integration of ESG Principles:** Incorporate environmental, social, and governance (ESG) factors into the investment strategy, ensuring alignment with the DRF's purpose and mission. In particular, the investment strategy must be aligned with the principles of protection and promotion of the human rights of persons with disabilities and disability justice, as laid down in the UN Convention on the Rights of Persons with Disabilities.

4. **Risk Management Framework:** Develop a comprehensive risk management framework, outlining how risks will be identified, monitored, and mitigated within the investment portfolio.
5. **Performance Metrics:** Establish clear performance evaluation metrics to assess the effectiveness of the investment strategy and provide guidance for ongoing management.
6. **Drafting of the Investment Policy:** Produce a draft investment policy document that encompasses all the above elements. The policy should include guidelines for asset allocation, risk management, ESG integration, and performance evaluation.

## 5. Deliverables

The consultant is expected to deliver the following:

1. **Assessment Report:** A report outlining and identifying DRF's financial objectives, risk tolerance, and investment horizon.
2. **Draft Investment Strategy:** A document detailing the proposed investment strategy, including asset allocation, risk management, and ESG integration.
3. **Draft Investment Policy:** A comprehensive draft policy for review and feedback by DRF stakeholders.
4. **Final Investment Strategy and Policy:** A finalized version of the investment policy, incorporating stakeholder feedback and ready for approval by the Board of Directors.

## 5. Timeline

The consultancy is expected to be completed within 30 working days from the signature of the agreement for services. Key milestones and deadlines will be agreed upon at the start of the consultancy.

## 6. Minimum requirements for the contractor

The ideal consultant should have:

1. At least 10 years of experience in investment management, with a focus on not-for-profit organizations. Applicants shall provide at least 3 references.
2. Demonstrated knowledge of ESG investing and its integration into investment strategies.
3. Familiarity with financial risk management and performance evaluation.
4. Strong communication and stakeholder engagement skills.
5. A background in disability rights work is preferred but not required.

## a. Subcontractors

The Contractor shall assume responsibility for coordination, control, performance and all acts and omissions of Subcontractors. DRF reserves the right to review agreements with Subcontractors. DRF shall not have a contractual relationship with the Subcontractors for any services provided under the Contract resulting from this procurement. (Existing contracts between DRF and any potential Subcontractor do not apply). Proposed Subcontractors may be required to participate in oral presentations and/or demonstrations.

## 8. Fees

The awarded contract shall not exceed a total of 20,000 USD for all services described in this RFP and performed by the selected Contractor.

## 9. Application and evaluation and qualification criteria

In addition to complying with the mandatory requirements, the following criteria will be assessed in the evaluation of the proposal received according to the following grid:

Criteria	Assessment	Percentage
<b>Prerequisite</b>	Meeting of the minimum requirements: please refer to par. "Minimum requirements", par. 6.	-
<b>Financial offer</b>	Formula: $\text{Points} = \text{MPs} \times (\text{Lvo}/\text{Tfo})$ Where: Points = Points given to the tenderer's financial offer MPs = Maximum value attributed to the financial offer Tfo = Tenderer's financial offer Lvo = Lowest valid offer	50%
<b>Technical proposal (see below)</b>	Evaluation by the advisory committee on a scale from 0 (min. score) to 50 (max. score)	50%

## a. Technical proposal

The technical proposal submitted by potential consultants will be evaluated based on the following criteria:

- a. **Relevance and Understanding (20 points):** The extent to which the consultant demonstrates a clear understanding of DRF's mission, objectives, and unique context in the global south. The proposal should reflect a deep comprehension of the challenges and opportunities related to financial investment by actors of the NGO sector.
- b. **Methodology and Approach (30 points):** The clarity and appropriateness of the proposed methodology and approach for conducting the consultancy. This includes the consultant's strategy for engaging with DRF's stakeholders, assessing risks, etc.
- c. **Experience and Expertise (20 points):** The consultant's relevant experience, additional to the minimum requirements, in conducting similar projects for NGOs, especially those focused on disability rights and grantmaking in the global south.
- d. **Expected Quality of Deliverables (20 points):** The overall quality and comprehensiveness of the proposed deliverables. The consultant's ability to produce high-quality, actionable documents will be a key factor in the evaluation.
- e. **Timeline (10 points):** The feasibility and appropriateness of the proposed timeline for completing the consultancy. The timeline should be realistic, considering the complexity of the project.

## 10. Process for Interested Parties

Interested parties shall submit:

- Information about the minimum requirements, including references (see Section 6)
- A technical proposal (max. 10 pages), making sure to respond to the points outlined under Section 9. Failure to provide the necessary information will result in the exclusion from the process.

**All documents shall be submitted by email only to [procurement@disabilityrightsfund.org](mailto:procurement@disabilityrightsfund.org) by August 23<sup>rd</sup>, 2024 at 6:00 pm Boston EDT time.** All inquiries on the selection process shall be submitted to the same email address.

## 11. Additional information

Interested parties must comply with the proposal requirements described in this ToR in order for DRF to fully and properly evaluate each proposal. DRF reserves the right to reject any proposal that is not in compliance with the ToR, including without limitation

any proposal that is incomplete, is conditional, or contains irregularities of any kind; provided, however, that DRF also reserves the right to waive any such non-compliance. Before submitting a proposal, interested parties must thoroughly examine the ToR and familiarize itself with applicable laws and regulations and any other circumstances or conditions that may affect the cost or performance of the requested services. Failure to familiarize itself with the ToR will not relieve the proposer from any obligation with respect to its proposal or any contract that may be entered into with DRF. The submission of a proposal will constitute a representation by the bidder that it understands and has complied with every requirement of the ToR.

DRF reserves the right to amend the ToR at any time. Any amendments to the ToR will be issued through written addenda. DRF will provide copies of each addendum to all interested parties who, according to DRF's records, received the ToR. Addenda will be sent via e-mail to the e-mail address provided by the bidder. Any addenda so issued will become part of the ToR. Each bidder is responsible for determining that it has received all addenda issued, and failure of a bidder to receive an addendum will not relieve such proposer from any obligation under its proposal as submitted or any contract subsequently entered into with DRF.

Any clarifications or interpretations and any supplemental instructions or forms, if issued, will be issued in the form of written addenda prior to the deadline for submitting proposals. Oral clarifications, interpretations, instructions, or other communications will be of no effect. DRF will not be responsible for, and a proposer may not rely upon, any information, explanation, or interpretation of the ToR rendered in any fashion except as provided herein.

The ToR is not binding on DRF. DRF reserves the right to amend or withdraw the ToR at any time in its sole discretion before the execution of a contract. In such event, DRF will not be liable to any bidder for any costs incurred by it as a result of the amendment or withdrawal of the ToR. The ToR has been prepared solely to solicit proposals and is not a contract offer. The only document that will be binding on DRF is the contract duly executed by DRF and the selected service provider after the completion of the selection process and the award and negotiation of the contract.

Time is of the essence in submitting proposals. Interested parties are cautioned to allow ample time to prepare and transmit their proposals. All portions of and attachments to any proposal must be received by the proposal deadline.

Any proposal may be withdrawn by the bidder or its duly authorized representative by written notice received prior to the proposal deadline by DRF at the address specified above for receipt of proposals.

At any time prior to the proposal deadline, a bidder may submit an amendment to a proposal previously submitted. Any such amendment must be submitted in writing in the same manner as the original proposal. DRF reserves the right to disregard any amendment submitted that does not indicate clearly and precisely the proposed modifications to the original proposal.

DRF reserves the right to reject any or all proposals if it determines that such action is in the best interests of DRF.